Fall Staff Survey
(Degree-granting institutions that have 15 or more full-time employees)

Frequently Asked Questions

QUESTION: **Why are there two versions of the Fall Staff component and which version should I complete?**

ANSWER: The long version of the Fall Staff component is applicable to all degree-granting institutions that have 15 or more full-time employees. The short version of the Fall Staff component is applicable to non-degree-granting institutions that have 15 or more full-time employees.

QUESTION: **How often do you collect Fall Staff data and when?**

ANSWER: Title IV degree-granting and non-degree-granting institutions that have 15 or more full-time employees are required to report Fall Staff data biennially in odd-numbered years (e.g., Fall 2003). This survey is part of the Winter data collection cycle.

During even-numbered years, reporting Fall Staff data is optional; IPEDS serves as a reporting mechanism for those institutions that are required to provide data annually to their states or to other agencies.

QUESTION: **When Fall Staff is required in odd-numbered years (e.g., Fall 2003), what year's data will be used to compare to the new, current data?**

ANSWER: Fall Staff data from the last **REQUIRED** Fall Staff reporting period will be used to compare to the new, current data. (Note: Fall Staff is optional in even-numbered years (e.g., Fall 2002).) For example, for this year's data collection cycle (Winter 2003-04), Fall Staff data for the Fall 2003 reporting period are collected and will be compared to Fall Staff data from the Fall 2001 reporting period, which was the last **REQUIRED** Fall Staff reporting period.

QUESTION: **Since Fall Staff is not required every year, what year's data will be reflected in the Prior Year Data Revision System?**

ANSWER: The Prior Year Data Revision System will reflect Fall Staff data reported by institutions during the **last** data collection cycle. For example, the Fall Staff data in the 2002-03 Prior Year Data Revision System will be based on data from the Fall 2002 reporting period, which was collected during the **last** data collection cycle (Winter 2002-2003). (Note: Fall Staff data for Fall 2002 was optional.)

QUESTION: **What is an EEO-6 form and how does it relate to the collection of Fall Staff data?**

ANSWER: The Equal Employment Opportunity Commission (EEOC) previously collected these same data on the EEO-6 form. In 1993, IPEDS took over the collection of Fall Staff data. These data are made available to the EEOC and to the Office for Civil Rights.

QUESTION: **What information is collected on the long version of the Fall Staff Component?**

ANSWER: The long version of Fall Staff collects information on the total number of employees at the institution by full- and part-time status, faculty status, tenure status, academic rank, gender, race/ethnicity, salary class intervals, length of contract/teaching period, and primary occupational activity from degree-granting institutions that have 15 or more full-time employees.

QUESTION: **What are the major changes for Fall Staff for Winter 2003-04?**

ANSWER: There are no changes to the content of the questions, however, we have clarified "contract length" and revised the screening questions somewhat as indicated below:

- "Teaching period" has been added to the references to "contract length" for clarity.
- The screening question that relates to full-time faculty has been restructured into a 2-part question for clarity.
- Ramifications to the screening questions have been added to clarify what happens when you answer the questions a certain way.

QUESTION: **What is the reporting period for Fall Staff?**

ANSWER: The reporting period varies as follows:
For Parts A and B (full-time employees), Part D (part-time employees), and Part F (full-time faculty by tenure status), report persons on the payroll of the institution as of November 1 of the collection year. For Part G, which is the section on new hires, report the number of full-time permanent employees who were included on the payroll for the first time between July 1 and October 31 of the collection year; these staff should also be included in Parts A and B (full time).

QUESTION: **What types of employees should be included in Fall Staff?**
ANSWER: The following types of employees should be included in Fall Staff:

- Faculty on sabbatical leave and persons who are on leave but remain on the payroll.
- Faculty hired to temporarily replace faculty on sabbatical leave or on leave without pay.
- "Visiting" faculty paid by your institution.
- Adjunct faculty employed on a full-time or on a part-time basis in the primary occupation for which they were hired.
- Employees at off-campus centers associated with the campus covered by this report. (Does not include employees who work at branch campuses located in a foreign country.)

QUESTION: **What types of employees should NOT be included in Fall Staff?**
ANSWER: The following types of employees should **NOT** be included in Fall Staff:

- Employees on leave without pay.
- Persons in the military or religious orders who are not paid by your institution.
- Persons whose services are contracted by or donated to the institution.
- Casual employees (hired on an ad-hoc or occasional basis to meet short-term needs).
- Students in the College Work-Study Program.
- Employees who work strictly in hospitals associated with medical schools.

QUESTION: **Are there codes and/or categories used to assist in the assignment of employees to the primary occupational activity categories?**
ANSWER: The Standard Occupational Classification (SOC) codes and categories, which are based on the 1998 revision, are listed in the instructions to aid institutions in their classification of employees by primary occupational activity.

QUESTION: **How is the Fall Staff component related to the other employee-related components (Employees by Assigned Position and Salaries)?**
ANSWER: All staff reported in the Fall Staff component are also included in the Employees by Assigned Position (EAP) component (either on the medical school section or the non-medical school section) in the same primary occupational activity categories as either full or part time. Thus the

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counts by category should be the same. There is no direct link between Fall Staff and Salaries; however, the number of full-time instructional faculty reported on the Salaries component should be less than or equal to the total number of full-time faculty on the Fall Staff component.